#### STATE OF WYOMING

## APPLICATION FOR CERTIFIED COPY OF BIRTH CERTIFICATE

A fee of \$13.00 per copy must accompany this request. A money order or personalized check from the person making the request should be made payable to VITAL RECORDS SERVICES

If you do not have a birth record on file, you will be sent instructions for filing a Delayed Birth Certificate, and your \$13.00 fee will be retained as a searching fee.

Enclosed is \$\_\_\_\_\_ for \_\_\_\_certified copy/copies

# PLEASE ENCLOSE A SELFADDRESSED STAMPED ENVELOPE WITH YOUR APPLICATION

<u>WARNING</u>: Wyoming Statute 35-1-431 states that it is a criminal violation to, willfully and knowingly, use or attempt to use a birth certificate for any purpose of deception.

**Requests must include a <u>current</u>** photocopy of the driver's license, state issued ID card, or passport of the person requesting the certificate. We will also accept a notarized signature of the person making the request.

#### TAPE A

## CURRENT PHOTOCOPY OF IDENTIFICATION HERE

Written signature must be permanent part of ID

PLEASE MAKE CERTAIN YOUR
SIGNATURE AND THE EXPIRATION DATE
ARE CLEARLY VISIBLE

Name as it appears on birth certificate	
First Name	
Middle Name	
Last Name	
If this record could be recorded under any other name,	
list that name here	
Date of Birth Sex	
/	
Place of Birth	
, WY	
Mother's Full Maiden Name (First, Middle, Last)	
Full Name of Father (First, Middle, Last)	

**Signature of Person Whose Certificate is Being Requested or Parent Named on Certificate.** If under 18 years of age, signature of parent or legal guardian

18 years of age, signature of parent or legal guardian required. Legal guardian must submit a copy of guardianship papers.

X\_\_\_\_\_

Address to Which Copy is to be Mailed

#### Mail your request to:

Vital Records Services Hathaway Building Cheyenne, WY 82002

### **Birth Certificate Checklist**

	Are all items complete on the birth certificate application and is the
request signed?	
	s a current ID with a signature attached to the request? (i.e. your
Driver's Licens	se or your passport?) If the signature is on the back, provide a copy of
both the front a	nd the back.
	The person that signed the request must provide a copy of their current
ID. If the signa	ature on the application does not match the signature on the ID or if the
ID is expired, t	he person making the request must have their signature notarized.
	s the payment of \$13.00 provided for each certified copy? We will
	Party Check [A check from someone other than the person making
the request]. If	you do not have a checking account, payment can also be made by
money order. I	Money orders are available at the Post Office, banks and most
convenience ste	ores. Funds must be drawn from a United States bank or credit union.
	Did you include your mother's maiden name? This is the name your
	en she was born. This information will allow us to locate your record
more efficiently	•
Пт	Did you include a Self-Addressed-Stamped Envelope (SASE) with
your applicatio	
Jess appround	

Requests we receive are often sent back for missing one of the items listed above. When all of the information is provided, the processing time is greatly reduced. <u>You do not need to send this checklist in with your request.</u> It is only for your information.

Thank you for your understanding and patience,

Deputy State Registrar Vital Statistics Services

Jim McBride